



**SARATOGA COUNTY  
DEPARTMENT OF HUMAN RESOURCES**

County Municipal Center  
40 McMaster Street  
Ballston Spa, New York 12020

(518) 885-2225

SCOT CHAMBERLAIN  
Director of Human Resources

Issued: 6/1/2022

**CAREER OPPORTUNITY**

**SPECIAL CLERK TO THE COUNTY TREASURER  
SARATOGA COUNTY TREASURER'S OFFICE**

**SALARY: \$42,520 \*Plus Excellent Benefits, Retirement and Compensation Plan\***

This is work of a clerical nature with duties directly related to unique matters and responsibilities of the County Treasurer's Office in serving the residents of Saratoga County. Responsibilities include receiving and processing payments and various financial transactions. Public interaction dealing with matters of tax payments, certificates of residence, public inquiries, and other general inquiries is a routine requirement of this position. Some processing of minor accounting transactions, journal entries, and other fiscal tasks related to the internal bookkeeping of the County are also performed. Work is performed under direct supervision of the County Treasurer, Deputy Treasurer or Tax Collection Supervisor; Supervision is not a requirement of this title. Does related duties as required and assigned.

**MINIMUM QUALIFICATIONS: *Either...***

**A)** Graduation from a regionally accredited or NYS college or university with an Associate's Degree in Business Administration or Accounting, **OR**

**B)** Graduation from high school or possession of a high school equivalency diploma (GED) AND two (2) years of full time paid experience working in an office setting with duties that involved financial, accounting and/or banking responsibilities and customer service; cash handling and minor accounting is preferred.

**SUBMIT APPLICATION TO:** Personnel Officer – Civil Service Division  
Saratoga County Human Resources Department  
40 McMaster Street  
Ballston Spa, New York 12020

**APPLICATIONS WILL BE ACCEPTED UNTIL (Close of Business): 6/17/2022**

Applications available in the Human Resources Office or on our website. **Resume MAY NOT be substituted for Application.** Applications must be received in our office by close of business on date indicated.

**Postmarks WILL NOT be accepted for this position. No Fax Submissions Please.**

***\*\* This position will be filled on a provisional basis pending the results of a Civil Service examination to be scheduled at a later date \*\****

*If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquiries to the Human Resources Office. Saratoga County is an equal opportunity employer. We are committed to fostering an inclusive environment where diversity is valued and recognized as a source of strength and enrichment. We seek to attract talented people from a diverse range of backgrounds and cultures, and encourage women, people of color, LGBTQ individuals, those with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.*